

Wednesday, January 6, 2021

Proposed addition to D10 Service Manual

D10 has determined that its Prudent Reserve should be \$1000. There is no mention of Prudent Reserve in our Service Manual. There appears to be a need to specify what purposes the Treasurer can access funds from the Prudent Reserve.

What are "operating expenses"? Basically, whatever the District says they are. This proposal suggests that if funds are running low then "operating expenses" are only those expenses necessary to perform the District's basic functions but do not include discretionary spending.

Proposal

In the District 10 Service Manual add:

Under IV B 3

administer District expenses in a manner to preserve the Prudent Reserve

New Section V: Prudent Reserve

The Prudent Reserve is intended to have enough money set aside to cover several months of expenses for those functions necessary for the District to remain operational. The District determines the actual size of the Prudent Reserve.

It is the Treasurer's responsibility to continuously review income and expenses and to notify Officers, Committee Chairs and GSRs:

- (a) when the District is approaching its Prudent Reserve and spending may soon be curtailed; and
- (b) when spending is curtailed in order to keep the District viable.

The Prudent Reserve is not intended to fund discretionary spending. It may not be used for travel, attendance at AA events or Committee expenses.

The Prudent Reserve may only be used for monthly District meeting costs, the District PO Box, District hot line and "such other costs as recommended by the Treasurer" and approved by a 2/3 vote.

Remaining sections need to be renumbered.

Section XI History of Changes to Service Manual

List date and a brief description of changes to the Service Manual. (similar to HMB Service Manual)

Add date on front page (if not there)

What about meeting lists?